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NEWS RELEASE

FOR RELEASE November 6, 2008 at 7:00 P.M.

Nolte, Cornman and Johnson, P.C. today released a report on a special investigation of the PCM Community School District. The report covers the period of September 1, 2004 through May 31, 2008. The special investigation was requested by officials of the PCM Community School District as a result of concerns regarding missing deposits and unauthorized intrafund transfers within the Student Activity Fund.

The special investigation identified \$57,759.21 of undeposited collections by the Athletic Director's Secretary/Activity Account Manager, La Cinda Van Haaften. The undeposited collections included \$51,614.10 from athletic admissions, \$300.00 from athletic passes, \$709.00 from the fall play, \$606.00 from merchandise resale, \$2,105.00 from football playoff pre-ticket sales, \$1,137.11 from two fundraisers, \$525.00 from class dues and \$763.00 from other student collections.

The special investigation reported that the District's procedures allowed Ms. Van Haaften to record deposits into the accounting software and make the deposits into the bank for the student activity fund. Ms. Van Haaften also prepared the monthly bank reconciliations, which were not reviewed by an independent person. The report includes recommendations to strengthen the District's internal controls and overall operations, such as improvements to segregation of duties.

Copies of the report have been filed with the Jasper County Attorney's Office and the Office of Auditor of State. A copy of the report is available for review in the Office of Auditor of State and on the Auditor of State's web site at <http://auditor.iowa.gov/specials/specials.htm>.

**REPORT ON SPECIAL INVESTIGATION
OF THE
PCM COMMUNITY SCHOOL DISTRICT**

**FOR THE PERIOD
SEPTEMBER 1, 2004 THROUGH MAY 31, 2008**

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INDEPENDENT AUDITOR'S REPORT

To the Board of Education of the
PCM Community School District:

As a result of alleged improprieties regarding undeposited collections and certain disbursements, we conducted a special investigation of the PCM Community School District. We have applied certain tests and procedures to selected financial transactions of the District for the period September 1, 2004 through May 31, 2008. Based on discussions with District personnel and a review of relevant information, we performed the following procedures:

- 1) Evaluated internal controls to determine whether adequate policies and procedures were in place and operating effectively.
- 2) Scanned disbursements from the District's activity fund checking accounts to identify any unusual activity.
- 3) Examined available documentation for selected disbursements to determine if they were for appropriate purposes, were properly supported and were approved. For some disbursements, information was obtained from the vendor to determine whether the purchase was appropriate.
- 4) Examined reimbursements to the former High School Activity Secretary to determine if the reimbursements were for appropriate purposes.
- 5) Interviewed District officials and staff to identify any receipts turned in for deposit, which were not subsequently deposited.
- 6) Tested deposits of gate receipts for athletic events to determine if they were properly deposited into the bank and recorded in the books.
- 7) Examined State-sponsored tournament events held at the District to determine if gate activity was properly supported and recorded.
- 8) Reviewed collections for class dues, athletic resale and pre-ticket sales for state tournaments to determine if they were properly supported and recorded.
- 9) Reviewed personal bank account history for the High School Activity Secretary.

These procedures identified \$57,759.21 of undeposited collections. We were unable to determine whether additional amounts may have been undeposited during this time period because adequate receipts were not available. Several internal control weaknesses were also identified. Our detailed findings and recommendations are presented in the Investigative Summary and **Exhibit A** of this report.

The procedures described above do not constitute an audit of financial statements conducted in accordance with U.S. generally accepted auditing standards. Had we performed additional procedures, or had we performed an audit of financial statements of the PCM Community School District, other matters might have come to our attention that would have been reported to you.

Copies of this report have been filed with the Jasper County Attorney's Office and the State of Iowa Auditor's Office.

We would like to acknowledge the assistance and many courtesies extended to us by the officials and personnel of the PCM Community School District during the course of our investigation.


NOLTE, CORNMAN & JOHNSON, P.C.

October 31, 2008

Investigative Summary

Background Information

PCM Community School District consists of four school buildings within Monroe and Prairie City. The city of Monroe consists of the PCM High School and the Monroe Elementary while Prairie City consists of the PCM Middle School and the Prairie City Elementary.

La Cinda Van Haaften started with the District in May 2004, as the Athletic Director's Secretary/Activity Account Manager. Duties of the position include the following: process invoices payable from activity fund accounts, balance activity fund accounts for the District each month and distribute sortable fund reports to each person responsible for that account, prepare monthly activity fund reports of bills, balances, revenue and expenditures for the board, prepare activity fund monthly bank and check reconciliations, assist student treasurers with treasurer books, process E-requisitions for all four schools, assign purchase order numbers for the high school and make the deposits for the high school.

In April 2006, the District reorganized the central office in Prairie City and Ms. Van Haaften was moved to the high school office in Monroe as the High School Activity Secretary/Athletic Directors Secretary/Activity Accountant. Through interviews it was determined that with this change the high school principal, sponsors, coaches and athletic director quit receiving monthly statements of the individual student activity accounts.

In March 2008, a question was raised from the board about the balance within the athletics account in the Student Activity Fund. The board report was reported at a positive balance of \$11,059.22 and should have actually been negative the same amount. The Business Manager, Lisa Waddell confronted Ms. Van Haaften about the balance and she agreed that the balance was supposed to be negative. In May, 2008, Ms. Waddell received a new activities report from Ms. Van Haaften and the new athletics balance was \$0. Ms. Waddell then met with the Activities Director, Brian Hazelton and Superintendent, Kirk Nelson to review the balance in the account. A review of the account showed transfers and deposits in the account that wouldn't normally be in the athletics account. It was also noted that there was only one deposit being recorded in the software system for the football games and track events when there should have been two deposits per event. Ms. Waddell contacted the District's attorney and auditors. As a result of this request, the procedures detailed in the Independent Auditors Report were performed for the period September 1, 2004 through May 30, 2008.

Detailed Findings

These procedures identified \$57,759.21 of undeposited collections between September 1, 2004 and May 31, 2008. We were unable to determine whether additional amounts may have been undeposited during this time period because adequate receipts were not available. All findings are summarized in **Exhibit A** and a detailed explanation of each finding follows.

UNDEPOSITED COLLECTIONS

We interviewed District officials and High School personnel to identify any collections for which Ms. Van Haaften was responsible and reviewed related records to determine if the appropriate amounts were properly deposited with the District.

The deposit procedures for the high school are as follows: the sponsor/coach includes on a deposit slip the date, currency/coins, a listing of checks and amounts with a total of all money. On the side of the deposit slip lists the activity account to be credited the revenue, the name of the person making the deposit and the reason for the deposit (ex: fundraiser, gates, dues, etc.). The deposit slip and money are placed into a bank bag and placed in a locked black box which is bolted to a filing cabinet in the teachers' workroom. The Athletic Directors Secretary/Activity Account Manager, Ms. Van Haaften, opens the locked black box, recounts the money, receipts the revenue into the software system and takes the deposits to the bank. Ms Van Haaften is the only person with a key to the black box.

We attempted to trace every receipt that was obtainable from a sponsor or office staff to the supporting deposit slip and the bank statement. We also traced every deposit on the bank statement to verify that it had receipts for support.

1) Athletic Events

We discussed with the Activities Director, Mr. Hazelton about the normal procedures for all activity events. For every athletic event that the District would charge admission for there should be a count sheet and deposit slip placed in the black box. He indicated that at the end of each event the ticket taker (usually a staff member) would count the money and mark on the count sheet how much money was collected. The ticket taker would then sign off on the count sheet and give it to Mr. Hazelton. He would make up the deposit slip and return the starting cash for the next event. The deposit, which includes both white and yellow copy of the bank deposit slip, the reconciliation count sheet, and the cash, would be placed in the locked black box for receipting and depositing into the bank. Mr. Hazelton also brought to our attention that for every varsity football and track meet that there should be two separate deposits, one for each the east and west gate.

We obtained a sports schedule from the school calendar, the Iowa Girls High School Athletic Association website, the Iowa High School Athletic Association website and Mr. Hazelton for the years starting September 2004 through May 2008. We traced each event to a count sheet, and when available to a deposit slip. The deposit slip was traced to the bank statement as well as the accounting software system. We audited deposits of admission fees for certain athletic events. Our findings are discussed in detail in the following paragraphs.

Table 1

Athletic Admissions

Para-graph	Description	Amount
1	Athletic events that had count sheets, an undeposited deposit slip and no subsequent deposit in the bank	\$13,229.10
2	Athletic events that had the count sheet, no deposit slip found and no subsequent deposit in the bank	\$31,651.00
3	IHSAA or IGHS AU sponsored athletic events that were not deposited in the bank	\$4,253.50
4	Athletic events that occurred but no supporting documentation (estimated loss)	\$2,480.50
		<u>\$51,614.10</u>

- 1) We identified collections from 32 events totaling \$13,229.10 that had count sheets, but were not deposited into the bank. We were able to obtain both the count sheet from the athletic event and the carbon copy of the undeposited deposit slip. The undeposited deposit slips as well as the count sheets were found in the desk of Ms. Van Haaften. These documents were originally placed in the black box with the cash for deposit. The presence of these documents in Ms. Van Haaften's desk indicates that she had received the cash and forms for deposit; however, the deposits were not made. See **Appendix 1** for a complete listing of events.
- 2) We identified collections from 48 events totaling \$31,651.00 that were supported with count sheets but were not deposited into the bank. The undeposited carbons of original deposit slips were not located. The count sheets were signed by the ticket taker and were in Ms. Van Haaften's desk. The presence of these documents in Ms. Van Haaften's desk indicates that she had received the cash and forms for deposit; however, the deposits were not made. See **Appendix 2** for a complete listing of events.
- 3) We identified collections from 5 state sponsored district or regional events totaling \$4,253.50 that were not deposited into the bank. These events were sponsored by either the Iowa High School Athletic Association (IHSAA) or the Iowa Girls High School Athletic Union (IGHS AU). The IHSAA and IGHS AU require that the District uses pre-numbered tickets in order to reconcile the cash collected to the money deposited. The District deposits the gate proceeds into their bank and writes a check to the State sponsor for the entire gate. For three of the events we found the undeposited deposit slip. We were able to trace the amounts on these deposit slips to the checks written to IHSAA or IGHS AU. The other two events we found only the checks written to IHSAA or IGHS AU. For all five of these events we were unable to locate a subsequent deposit in the bank. See **Appendix 3** for a complete listing of events.

- 4) We identified collections from 4 events with an estimated loss of \$2,480.50 that we did not obtain a count sheet or a deposit slip. According to the IHSAA and IGHSAA websites these events did occur.
 - a. One of these four events was an east gate for a football event. To estimate the loss on this event at \$529.00, we took the average of the last 13 east gate deposits from 9/9/2005-10/26/2007.
 - b. The other three events were for basketball, one a boys' game, one a girls' game and the last a boys'/girls' game. To estimate the loss of \$1,951.50 we used the average deposit of the last 21 home boys' games 11/27/2004-2/8/2008, the last 14 home girls' games 11/23/2004-1/12/2008 and the last 24 home boys'/girls' games 11/30/2004-1/22/2008, respectively. See **Appendix 4** for a complete listing of events.

2) Athletic Passes

Athletic passes for the 07/08 school year were \$30 each and were issued to any student who purchased one. We found nine receipts for ten students which were marked as paying with cash. We were unable to track these payments to any deposits in the bank. We are adding \$300.00 to **Exhibit A** for the undeposited cash collections associated with the athletic passes. See **Appendix 5** for a listing of dates and amounts.

3) Fall Play

It was noted that a receipt was entered into the accounting software system in November 2007 for \$709.00 for the 07/08 fall play. There was never a deposit made into the bank for this event. The drama sponsor identified that the proceeds were turned into the black box for deposit. We are adding \$709.00 to **Exhibit A** for the undeposited cash collections associated with the fall play.

4) Merchandise Resale

We noted seven different instances of missing cash deposits associated with the resale of merchandise (t-shirts, hats, warm-ups, etc.) In six of these instances we found sponsor receipts that listed who paid by check and how much cash was to be deposited in Ms. Van Haaften's desk. The deposits that went into the bank were only for the checks. **Appendix 6** lists the undeposited cash receipts which totaled \$565.00. We did obtain one undeposited deposit slip dated 5/31/2007 for \$41.00 cash that we could not find a receipt from the sponsor. The description on the deposit slip said that it was for girls' soccer resale. We are adding \$606.00 to **Exhibit A** for the undeposited cash collections associated with the resale of merchandise.

5) Pre-ticket Sales

We asked Mr. Hazelton about the normal procedures of turning in money collected for pre-ticket sales and he informed us that any deposits that he places in the black box are filled in by him. The deposits into the bank are made by Ms. Van Haaften. He also informed us that if he has numerous checks for a deposit that he will fill out more

than one deposit slip so that he can write all of the names from the checks on the deposit slip. If this does occur then he will number the deposit slip with receipt #1, receipt #2, etc. He also informed us that the IHSA supplies pre-numbered tickets to the District for resale purposes. Any unused tickets are returned to IHSA.

We noted two state football playoff games that the check that was issued to IHSA didn't match the deposit in the bank for the event. One of the events dated 11/7/2006; the District sold 145 pre-numbered tickets at \$6.00 each for a total collection of \$870.00. For this event, we found receipts in Ms. Van Haaften's desk from Mr. Hazelton totaling \$869.00 which was made up of \$204.00 in checks and \$665.00 in cash. We were able to find a deposit in the bank in the amount of \$204.00 for just the checks. The other event dated 11/13/2006; the District sold 434 tickets at \$6.00 each for a total collection of \$2,604.00. For this event we found three deposit slips. On the bottom of each deposit slip it listed the event and receipt #1, #2 or #3, respectively. We found receipts from Mr. Hazelton in Ms. Van Haaften's desk that matched the first two deposit slips. The receipts for the third deposit we were not able to locate. These three deposit slips totaled \$1,164.00 and were all checks. **Appendix 7** lists the two events and the amounts determined as undeposited cash.

We are adding the undeposited collections of \$665.00 from the 11/7/2006 event and \$1,440.00 from the 11/13/2006 event totaling \$2,105.00 to **Exhibit A** for undeposited cash collections associated with pre-ticket sales.

6) Fundraisers

We found two undeposited deposit slips totaling \$1,137.11 for two different fundraisers. One of the undeposited deposit slips dated 5/31/2007, totaled \$937.11. This was the proceeds from the concession stand which the speech club worked at an athletic event. Usually the concession proceeds go to the Booster Club, unless another group works it as part of a fundraiser. The other undeposited deposit slip dated 9/6/2006 was for \$200.00. This was a fundraiser operated by the Thespian club. We are adding \$1,137.11 to **Exhibit A** for undeposited collections associated with the fundraising efforts.

7) Class Dues

We found a pre-numbered receipt book that was associated with the Class of 2010. We traced the receipts to the bank deposits. If the receipts were marked as paying by check, then there was a deposit. We found 23 receipts marked as paying with cash that we were unable to trace to any bank deposits. These receipts totaled \$480.00. The individual receipts and amounts are presented in **Appendix 8**. We also found one undeposited deposit slip totaling \$45.00 that was labeled for the Class of 2008 dues. There was no detail to go along with this deposit slip. We are adding \$525.00 to **Exhibit A** for undeposited cash collections associated with class dues.

8) Other Cash Collections

We found 2 undeposited deposit slips for the Mustang Club dated 5/17/2006 for \$15.00 and 5/25/2006 for \$33.00.

Through interviews with the sponsors we identified that the cheerleaders and jazz creation clubs held a fundraiser for the Prairie City Days festival. The members of these two groups worked at Old Settlers Days in August 2007 and were given \$600 for their help. The sponsor indicated that the cash was placed in the black box for deposit; however, this amount was not deposited into either of the group's account.

We identified a cash collection that was acknowledged in an email as collected by the high school principal of \$115.00. The principal indicated that he turned the money over to Ms. Van Haaften for deposit. That amount was never deposited into the bank.

The other cash collections as noted here which were not deposited total \$763.00. We are adding \$763.00 to **Exhibit A** for these undeposited cash collections.

Recommended Control Procedures

As part of our investigation, we reviewed the procedures used by the PCM Community School District to process receipts and disbursements. An important aspect of internal control is to establish procedures that provide accountability for assets susceptible to loss from errors and irregularities. These procedures provide the actions of one individual will act as a check on those of another and provide a level of assurance that errors and irregularities will be discovered within a reasonable time during the course of normal operations. Based on our findings and observations detailed below, the following recommendations are made to strengthen the District's internal controls.

- A) Gate Admissions - It was noted that the District utilizes pre-numbered tickets for event admissions and a reconciliation is performed after the event. However, the reconciliation is only performed by one person after the event. Through discussion with personnel, it was discovered that tickets are torn off the roll after the event so that the number of tickets sold will match the money received. Currently, the Districts' practice of tearing off tickets to equal the cash deteriorates the reconciliation process. After the reconciliation, the cash and deposit slip are placed in the locked 'black box', limiting access for deposit to La Cinda Van Haaften. Ms. Van Haaften had not provided receipts to the sponsors and the athletic director for the revenues collected which had been placed in the 'black box' for deposit. The actual deposits or lack of deposits to the bank did not agree with the reconciliations. In the absence of the sponsors receiving a receipt or detail records of the student activity accounts, the variances of the deposits and lack of deposits into the accounts were not detected. (See Comment C Sponsor Procedures)

Recommendation - The internal control of the District utilizing pre-numbered tickets is deteriorated by tearing off the number needed to reconcile to the cash collected. The District should have internal control procedures established for handling cash for all activity events, including athletic events and communicate the policies and procedures to individuals involved. The Board would approve any policies and the District's business office should be involved in developing the detailed procedures. At a minimum these procedures should include:

- a. Cash or change boxes should be established with a specified amount.
- b. The District should use pre-numbered tickets.
- c. Two or more individuals should be involved in the cash collection/ticket sales process. In addition to cash collection/ticket sales procedures, the individuals should be instructed to not leave the cash/change boxes unattended under any circumstances.
- d. At the end of the event, cash should be counted and reconciled (by two or more individuals) to sales/pre-numbered tickets sold including the amount of the beginning cash.

- e. To reconcile, the next unsold ticket number less the beginning ticket number determines the number of tickets sold. This number times the price per ticket equals total sales. Total sales compared to total collected should reconcile. Variances, if any should be minimal. The District may consider a threshold amount of variance which would require an administrator to sign an acknowledgement of the variance.
- f. A reconciliation form should be completed and signed off by the individuals responsible for counting and reconciling the cash.
- g. The cash and change box should be turned into the Athletic Director (AD) or designee responsible for the “accounting” function at the event.
- h. The AD or designee should be required to take the cash collections to the night depository at the bank or at a minimum, lock the cash collections in the District’s vault or other secure location at the District’s office for deposit on the next working day. District procedures should prohibit individuals from taking cash collections home.
- i. A pre-numbered receipt should be issued by the Business Office the next working day in the amount of the confirmed deposit. A copy of this receipt should go to the sponsor.
- j. Administrative personnel should periodically review/test the process to ensure procedures are working as prescribed.

B) Segregation of Duties - One important aspect of the internal control structure is the segregation of duties among employees to prevent an individual employee from handling duties which are incompatible. We noted that the cash receipts listing, bank deposits, the posting of the cash receipts to the cash receipts journal and the bank reconciliations for the Student Activity Fund were all done by the same person.

Recommendation - We realize that with a limited number of office employees, segregation of duties is difficult. However the District should review its control procedures to obtain the maximum internal control possible under the circumstances. The district may also consider utilizing compensating controls which may provide some checks and balances. The sponsors should be receiving monthly financial statements of their individual accounts.

C) Sponsor Procedures - It was noted that the sponsors for high school activities were not receiving receipts for funds turned into the office. The sponsors were also not receiving monthly statements of the transactions within their individual accounts. In the absence of the sponsors receiving a receipt or detail records of the student activity accounts, the variances of the deposits and total lack of deposits into the accounts were not detected.

Recommendation - When funds are turned in for depositing the sponsors should receive a receipt from the office for supporting documentation. The sponsors should receive a monthly and yearly printout of their individual accounts for review of all of the transactions. The sponsors should be monitoring their individual accounts for missing or inaccurate data that may be recorded in their accounts.

- D) Timely Deposits - We noted during our audit that deposits for the Student Activity fund were prepared but may not be taken to the bank for deposit until several days later, we also noted deposits which were not ever made into the bank.

Recommendation - All receipts should be deposited when received. The district should review policy and procedures and make necessary changes to ensure that the deposits are made timely.

EXHIBITS

Report on Special Investigation of
PCM Community School District

Summary of Findings
For the Period September 1, 2004 through May 31, 2008

Description	Page Number(s)	Amount
Undeposited Collections:		
Admission Fees:		
Athletics	5,6	\$51,614.10
Athletic Passes	6	\$300.00
Fall Play	6	\$709.00
Resale/Fundraiser:		
Merchandise	6	\$606.00
Pre-ticket sales	6,7	\$2,105.00
Fundraiser	7	\$1,137.11
Miscellaneous Fees:		
Class Dues	7	\$525.00
Other cash collections	7,8	\$763.00
		<u>\$57,759.21</u>

APPENDICES

Appendix 1**Report on Special Investigation of
PCM Community School District**

For the Period September 1, 2004 through May 31, 2008

Complete listing of the athletic events that we found both the count sheets and undeposited deposit slip, but no deposit into the bank.

	Date of Event	Event	Opponent	Missing Deposits
1	1/31/2006	Wrestling	Winterset	\$ 830.00
2	2/3/2006	Basketball-B/G	BGM	537.00
3	4/4/2006	Track-West Gate	PCM Invitational	1,136.00
4	4/24/2006	Track-G-East Gate	Classic Invite	328.00
5	4/27/2006	Track-B-East Gate	Classic Invite	256.00
6	5/11/2006	Soccer-B	Knoxville	134.00
7	5/15/2006	Soccer-B	Albia	296.00
8	5/18/2006	Soccer-B	GVPB	336.00
9	5/22/2006	Soccer-G	Collins Maxwell	221.00
10	5/24/2006	Baseball	Interstate 35	267.00
11	5/25/2006	Baseball	Norwalk	207.00
12	5/25/2006	Soccer-G	Chariton	180.00
13	6/1/2006	Soccer-G	Norwalk vs. Bondurant	535.00
14	1/4/2007	Basketball-B/G-JV	Pleasantville	262.00
15	1/6/2007	Wrestling	PCM Invitational	1,650.00
16	1/30/2007	Basketball-B/G	North Polk	544.00
17	2/6/2007	Basketball-B/G	Collins-Maxwell	547.10
18	2/16/2007	Basketball-B	Pella	983.00
19	4/9/2007	Soccer-G	Centerville	276.00
20	4/10/2007	Soccer-B	Carlisle	67.00
21	4/23/2007	Track Girls-West Gate	Mustang Classic	873.00
22	4/23/2007	Track Girls-East Gate	Mustang Classic	329.00
23	4/30/2007	Soccer-B	GVPB	178.00
24	5/14/2007	Soccer-B	Albia	345.00
25	5/18/2007	Soccer-G	South Tama	130.00
26	5/21/2007	Baseball	Grandview Park Baptist	286.00
27	5/22/2007	Soccer-G	Colo-Nesco	200.00
28	5/22/2007	Baseball	Saydel	236.00
29	5/25/2007	Baseball	Colo-Nesco	231.00
30	5/31/2007	Softball	Colo-Nesco	207.00
31	6/1/2007	Baseball	Bondurant-Farrar	244.00
32	5/5/2008	Soccer-B	Pella Christian	378.00
				<u><u>\$ 13,229.10</u></u>

Appendix 2

Report on Special Investigation of PCM Community School District

For the Period September 1, 2004 through May 31, 2008

Complete listing of the athletic events that we found the count sheets, but there wasn't a subsequent deposit in the bank.

	Date of Event	Event	Opponent	Missing Deposits
1	5/31/2005	Baseball	West Marshall	\$ 225.00
2	9/1/2006	Football-East Gate	Knoxville	504.00
3	9/7/2006	Volleyball	Ogden	231.00
4	9/11/2006	Football-JV	Carlisle	179.00
5	9/12/2006	Volleyball	Colfax-Mingo	368.00
6	9/18/2006	Football-JV	Pleasantville	368.00
7	9/22/2006	Football-West Gate	Bondurant-Farrar	4,500.00
8	10/5/2006	Volleyball	North Polk	424.00
9	10/13/2006	Football-East Gate	Sigourney-Keota	470.00
10	11/30/2006	Basketball-JV	Saydel	172.00
11	12/7/2006	Wrestling	Roland Story	485.00
12	12/8/2006	Basketball-B/G	Gilbert	585.00
13	12/15/2006	Basketball-B/G	Roland-Story	937.00
14	1/23/2007	Basketball-B/G	Bondurant-Farrar	647.00
15	4/16/2007	Soccer-B	Knoxville	401.00
16	5/8/2007	Soccer-G	Ballard	197.00
17	5/10/2007	Soccer-G	Chariton	194.00
18	6/21/2007	Softball	South Hamilton	194.00
19	7/9/2007	Baseball	BGM	1,080.00
20	7/9/2007	Softball	CMB	195.00
21	7/17/2007	Softball	Colfax-Mingo	1,620.00
22	7/21/2007	Softball	Iowa Valley	1,590.00
23	8/28/2007	Volleyball	Melcher Dallas	329.00
24	9/4/2007	Football	JV-Knoxville	437.00
25	9/7/2007	Football-East Gate	Saydel	367.00
26	9/14/2007	Football-East Gate	Colfax-Mingo	621.00
27	9/25/2007	Volleyball	Roland-Story	435.00
28	9/28/2007	Football-East Gate	Albia	758.00
29	10/5/2007	Football-East Gate	Mid Prairie	508.00
30	10/11/2007	Volleyball	Clark/Pleasantville	303.00
31	10/16/2007	Volleyball	CMB	796.00
32	10/26/2007	Football-East Gate	CMB	808.00
33	11/19/2007	Basketball-G	Pella Christian	520.00
34	11/29/2007	Wrestling	Perry/CMB	867.00
35	11/30/2007	Basketball-G/B	Ogden	668.00
36	12/7/2007	Basketball-G/B	Bondurant-Farrar	728.00
37	12/20/2007	Wrestling	Jefferson-Scranton	586.00

Appendix 2

Report on Special Investigation of
PCM Community School District

For the Period September 1, 2004 through May 31, 2008

	Date of Event	Event	Opponent	Missing Deposits
38	12/21/2007	Basketball-G/B	Jefferson-Scranton	886.00
39	1/5/2008	Wrestling	PCM Invite	1,425.00
40	2/2/2008	Basketball-B	Pella Christian	943.00
41	2/12/2008	Basketball-G	DSM Christian vs.PCM	1,563.00
42	4/5/2008	Soccer-B	AHST	264.00
43	4/10/2008	Soccer-B	Ballard	244.00
44	4/21/2008	Track-East Gate	PCM Invitational	334.00
45	4/24/2008	Track-East Gate	Classic Invite	457.00
46	5/1/2008	Soccer-G/B	Carlisle/Centerville	356.00
47	5/6/2008	Track-East Gate	Classic Invite	523.00
48	5/22/2008	Soccer-G	Chariton	359.00
				<u>\$ 31,651.00</u>

Appendix 3

Report on Special Investigation of PCM Community School District

For the Period September 1, 2004 through May 31, 2008

Complete listing of the state athletic events that had checks issued to either IHSAA or IGHS AU for the event.

Items 1-3, we found the undeposited deposit slips and the checks issued to IHSAA or IGHS AU.

Items 4-5 we found only the checks issued to IHSAA for the event.

	Date of Event	Event	Opponent	Missing Deposits
1	5/31/2006	Soccer-G	Norwalk	\$ 350.00
2	7/10/2006	Baseball	Pella Christian	1,490.50
3	7/12/2006	Baseball	Sigourney vs Pella Christian	992.00
				<u>2,832.50</u>
4	7/15/2006	Baseball	Sigourney vs MP	833.00
5	7/11/2007	Baseball	Sigourney vs BGM	588.00
				<u>1,421.00</u>
				<u>\$ 4,253.50</u>

Appendix 4

Report on Special Investigation of PCM Community School District

For the Period September 1, 2004 through May 31, 2008

Complete listing of events that we had no support for the event. The missing deposits are an estimated value.

	Date of Event	Event	Opponent	Missing Deposits
1	10/20/2006	Football-East Gate	Eddyville-Blakesburg	\$ 529.00
2	12/1/2006	Basketball-B	Colo-Nesco	705.00
3	12/14/2007	Basketball-G/B	West Marshall	719.50
4	1/12/2008	Basketball-G	Pella	527.00
				<u>\$ 2,480.50</u>

**Report on Special Investigation of
PCM Community School District**

For the Period September 1, 2004 through May 31, 2008

Listing of dates and amounts of money collected from students for activity tickets but no subsequent deposit was found.

Receipt	
Date	Amount
8/24/2007	\$ 30.00
8/27/2007	30.00
8/28/2007	30.00
8/30/2007	30.00
9/10/2007	30.00
9/11/2007	30.00
9/12/2007	30.00
9/14/2007	30.00
10/1/2007	60.00
	<u>\$ 300.00</u>

Appendix 6**Report on Special Investigation of
PCM Community School District**

For the Period September 1, 2004 through May 31, 2008

Listing of dates and amounts of money collected and not deposited for resale merchandise.

Receipt Date(s)	Receipt Totals	Deposit Date	Deposit Amount	Description	Undeposited Amount
8/15/06-8/23/06	\$340.00	9/5/2006	\$214.00	Volleyball resale	\$ 126.00
5/14/07-5/15/07	\$480.50	9/18/2007	\$475.50	Girls State Track Resale	5.00
5/7/07-5/18/07	\$306.00	9/18/2007	\$229.00	Baseball hat resale	77.00
12/4/07-4/8/07	\$555.00	9/18/2007	\$374.00	Football polo resale	181.00
5/22/07-6/4/07	\$868.00	9/18/2007	\$808.00	Hat resale	60.00
3/25/07-4/1/07	\$320.00	9/18/2007	\$204.00	Track resale	116.00
					<u>\$ 565.00</u>

**Report on Special Investigation of
PCM Community School District**

For the Period September 1, 2004 through May 31, 2008

Listing of dates and amounts of money collected and not deposited for pre-ticket sales for state playoff events.

Date of Event	Event	Receipt Totals	Deposit Amount	Undeposited Amount
11/7/2007	Quarter final vs. Mid Prarie	\$869.00	\$204.00	\$ 665.00
11/13/2007	Semi-final vs. Solon	\$2,604.00	\$1,164.00	<u>1,440.00</u>
				<u><u>\$ 2,105.00</u></u>

Appendix 8

Report on Special Investigation of PCM Community School District

For the Period September 1, 2004 through May 31, 2008

Listing of class due receipts that were marked as paying with cash that a deposit was unavailable.

Receipt Number	Receipt Date	Receipt Amount
589902	2/21/2007	\$ 20.00
589905	3/12/2007	20.00
589906	3/13/2007	20.00
589909	3/14/2007	20.00
589912	3/15/2007	20.00
589914	3/15/2007	20.00
589915	3/15/2007	40.00
589917	3/15/2007	20.00
589918	3/15/2007	20.00
589919	3/15/2007	20.00
589920	3/15/2007	20.00
589922	3/16/2007	20.00
589923	3/16/2007	20.00
589924	3/16/2007	20.00
589925	3/16/2007	20.00
589930	3/16/2007	20.00
589931	3/16/2007	20.00
589933	3/16/2007	20.00
589935	3/16/2007	20.00
589937	3/16/2007	20.00
589938	3/16/2007	20.00
589941	3/28/2007	20.00
589943	4/3/2007	20.00
		<u>\$ 480.00</u>